

**Beaumont Fire/Rescue Services
Detailed Job Descriptions**

<u>Grade:</u>	IV
<u>Classification:</u>	District Chief
<u>Section:</u>	Logistics
<u>Assignment:</u>	Services Branch Director
<u>Reports to:</u>	Deputy Chief—Logistics Section Chief
<u>FLSA Status:</u>	Non-Exempt

Distinguishing Features:

This position exists to manage the overall command and direction of all mission critical operations within Beaumont Fire/Rescue Services at the Branch level. Individuals serving in this position work a forty-hour work week, which may include after-hours or weekend duty assignment. The Services Branch Director has complete latitude for decision-making and independent action for planning, intervention strategies, and action plans for programs within their designated areas. The Services Branch Director is responsible for developing and administering the budget for their assigned areas. Work in this position requires a vast amount of managerial knowledge, effective teamwork, and independent decision-making. Performance is evaluated on the basis of the demonstrated achievement of excellence in service line outcomes.

Competencies:

Competencies are a set of identified behaviors, knowledge, skills, and abilities that directly and positively impact the success of employees and the organization. Competencies can be observed and measured. When consistently demonstrated, competencies make employees particularly effective in their work. Competencies help lay out a roadmap to career success. Beaumont Fire/Rescue Services' established competencies for all positions include:

- Understanding our Business
- Achieving Technical and Functional Expertise
- Serving our Customers
- Getting Results
- Working as a Team
- Exhibiting Interpersonal and Communication Skills
- Demonstrating Leadership and Personal Effectiveness

Position Essential Job Functions:

- Coordinate and control emergency response operations by operating within the Incident Management System and department operating guidelines—
 - Gathering pertinent information;
 - Applying the Risk Management Model to strategic and tactical situations;

- Confirming arrival and appropriate benchmarks and details of situation with field units;
- Ensuring the type and number of apparatus, equipment, and personnel responding are adequate/appropriate and will effectively and safely mitigate the situation;
- Ensuring a system of accountability is established for all personnel working within the hazard zone;
- Documenting the progress and evolution of the situation within the prescribed system;
- Maintaining and coordinating communications under a systematic and sequential plan;
- Initiating, coordinating, and controlling mutual aid response and implementation of emergency management plans on the emergency scene;
- Minimizing the loss of life and property in controlling the situation;
- Organizing and conducting post incident analysis and debriefings.
- Coordinate the investigation efforts at an emergency scene–
 - Informing communications center to dispatch an investigator, if not accomplished through standard operating guidelines;
 - Assisting in interviewing witnesses and personnel;
 - Inspecting and securing the emergency scene;
 - Seizing, securing and maintaining the continuity of evidence;
 - Preparing incident reports so that cause and origin of fire or other emergency incident can be determined.
- Train emergency response personnel–
 - Conducting post-emergency evaluations with crews to identify and document training needs;
 - Observing and documenting personnel performance so that individual's strengths and weaknesses can be identified, and training requirements can be documented;
 - Reviewing examination and training records so that training needs for individuals and crew are identified, prioritized, and updated;
 - Allocating in-service training time so that crews are allotted time each shift to ensure meeting department standards;
 - Arranging and conducting tours of priority locations so that tours reinforce training objectives and learning, and provide real life examples of topics presented;
 - Developing teaching plans to ensure that information presented is accurate, comprehensive, and presented in the appropriate sequence;
 - Selecting and employing training aids to insure learning is enhanced;
 - Conducting training sessions in accordance with the established training schedule so that personnel receive allotted training in the prescribed sequence for maintenance and documentation of certifications;
 - Demonstrating skills, procedures, and equipment so that operating and safety procedures are followed;
 - Conducting and supervising drill and benchmark evaluations and skill competitions to evaluate individual and team performance;
 - Preparing recommendations and action plans for additional training of members;

- Maintaining training records so that all training delivered is properly documented.
- Evaluate status of department operations, equipment, apparatus, and stations–
 - Assessing status of department equipment, apparatus, and stations by conducting and documenting regularly scheduled inspections;
 - Monitoring the testing and repairs to equipment, apparatus, and the stations;
 - Enforcing safety legislation and recommending repair or replacement or purchase of new equipment or apparatus so that it is in a condition that allows it to perform to its design function;
 - Ensuring department equipment operates properly and safely, and that the fire station is clean, accessible, and functional.
- Maintain professional currency–
 - Remaining current with new legislation and regulation affecting department operations;
 - Participating in-service training activities;
 - Reviewing professional publications and web-sites for current developments, procedures, and techniques;
 - Attending courses, seminars, and workshops to recommend and implement improvements to operations;
 - Participating in professional associations to interact and network with peers and provide opportunities for improvements to operations;
 - Participating in staff meetings to keep others up-to-date by providing input relative to current and improved emergency services operations;
 - Developing a network of professional contacts with other emergency services organizations so that information regarding programs, procedures, and techniques are shared and peer support is provided;
 - Researching and reviewing manufacturers existing and new products, equipment, and systems to evaluate and recommend system improvements;
 - Touring high risk sites so that pre-incident planning can be reviewed and modified, and so that personnel can be updated on the status of the site.
- Perform public education and information activities–
 - Providing public assistance;
 - Making presentations and/or performing demonstrations;
 - Participating in special activities;
 - Projecting a professional image to enhance the public’s perception of the department and emergency services;
 - Assisting with resolving problems or questions referred by staff, department or City administrators or employees, City Council persons, or the public.
- Participate in physical fitness activities to maintain physical conditioning.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless customer service.

Assignment-Specific Job Functions:

- Manage Services Branch Operations–

- Planning, implementing, reviewing, and recommending goals, objectives, plans, and programs for the branch;
- Preparing the annual branch budget and controlling expenditures;
- Establishing operational standards for the branch;
- Developing recommendations for the protection of life and property within the City;
- Assisting in the development of systems, policies, and procedures aimed at coordinating, controlling and maintaining consistency in department services;
- Managing the dissemination, interpretation and application of policies and approving exceptions;
- Enforcing health and safety mandates and department policies and procedures;
- Ensuring training and development activities of subordinates are completed and documented appropriately;
- Evaluating drills and tactical training initiatives;
- Providing leadership, coaching, and training to personnel;
- Providing feedback to crews and crew members on performance;
- Rewarding and recognizing individuals and crews;
- Counseling and recommending discipline for individuals and crews;
- Building effective teams so that high crew performance and morale levels are established and maintained;
- Ensuring department policies and procedures are followed and that crews model a professional image;
- Reviewing and developing operating guidelines;
- Recommending and developing administrative policies;
- Managing the dissemination, interpretation and application of policies and guidelines and recommending approval of exceptions;
- Participating as a senior staff member in long range planning and budget considerations and development;
- Managing special projects, as required.
- Serving as liaison to Technology Services for CAD, radio, telephone and other communications-related issues.
- Direct, coordinate and liaison with others to effectively manage, the following Services Branch programs/units:
 - Communications
 - Dispatch & Deployment
 - Medical Unit (*when activated*)
 - Food Unit (*when activated*)
- Direct, manage, coordinate and liaison effectively with others to achieve effectiveness and efficiency in all operations, support and administrative programs.

Required Knowledge, Skills, and Abilities:

Knowledge of...

- Current industry standards and best practices of progressive emergency services organizations;
- The geographical layout of the City of Beaumont, street names and numbers, and hydrant locations;

- The operation and maintenance of various types of apparatus and equipment used by the department;
- Generally accepted and department-specific practices, techniques, methods, instruments, and equipment;
- The laws, regulations, policies, and procedures relevant to emergency services response activities;
- Organizational philosophy and ethical policies that direct all managers in the discharge of their duties;
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources;
- Accepted management and supervision processes and techniques;
- Principles and procedures of developing and implementing training programs;
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;
- Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation.

Skill at...

- Motivating, developing, and directing people as they work, identifying the best people for the job;
- Making quick and accurate assessments of emergency situations, and determining appropriate mitigation actions;
- Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems;
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions;
- Determining how a system should work, and how changes in conditions, operations, and the environment will affect outcomes;
- Adjusting actions in relation to others' actions or situational requirements;
- Communicating effectively, both orally and in writing, as appropriate for the needs of the audience;
- Giving full attention to what people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Ability to...

- Apply general rules to specific problems to produce answers that make sense;
- Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events);
- Tell when something is wrong or is likely to go wrong– recognize potential problems;
- Shift back and forth between two more activities or sources of information– multi-task;
- Maintain control under extremely stressful conditions;
- Make life and death decisions during emergency situations;
- Within accepted safety practices, rely on sense of sight, hearing, touch, and smell to help determine the nature of an emergency and make operational decisions;

- Work for long periods of time, requiring sustained physical activity and intense concentration;
- Work in a variety of weather conditions with exposure to outdoor elements;
- Tolerate extreme fluctuations in temperature while performing job duties;
- Bend, balance, stoop, kneel, crouch, reach, stand, walk, push, pull, lift, grasp, twist, and perform repetitive motions repeatedly or continually over time to perform response-related duties;
- Travel across wet, slippery, rough, uneven or rocky surfaces;
- Use self-contained breathing apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases;
- Observe people's behavior to determine compliance with prescribed operating or safety standards, or to assess patient condition;
- Learn job-related material through structured lecture, reading, and computer-based instruction, through oral instruction and observation, and through hands-on activities;
- Instruct, train, and develop employees in emergency services related disciplines;
- Communicate ideas orally and in writing in the English language so that others will understand;
- Understand and follow oral and written instructions in the English language;
- Comprehend and make inferences from written material in the English language;
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar;
- Arrange things or actions in a certain order or pattern according to a rule or specific set of rules (e.g. logic or mathematical operations);
- Gather and interpret data, reach logical conclusions, and present findings and recommendations;
- Work cooperatively with other City employees and the public;
- Continue to learn new technical and management methods to improve effectiveness and efficiency of operations;
- Exercise a high degree of self-discipline;
- Perform a broad range of supervisory responsibilities over others;
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some assignments will require performance of other essential and marginal functions depending on work location, assignment, or shift.
- Some assignments require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid Class B driver's license, and have an acceptable driving record.

Minimum Acceptable Experience, Training, and Certification:

- Meet requirements for promotion to Grade IV – District Chief.
- Certified as Structure Firefighter – Basic, by the Texas Commission on Fire Protection.
- Certified as Emergency Care Attendant or above, by the Texas State Department of Health Services.
- Certified at the Operations Level for Hazardous Materials response, by the U.S. Environmental Protection Agency.

- Certified as a Hazardous Materials Incident Commander, by the U.S. Environmental Protection Agency standard.
- Certified as Public Safety Telecommunicator, by the Association of Public Safety Communications Officials, within one year of assignment.
- Certified as Emergency Medical Dispatcher, within one year of assignment.

Preferred Experience, Training, and Certification:

- Work experience in more than one division, and familiarity with all major department functions.
- Advanced training in planning for and managing the dispatch and deployment of resources within the emergency services organizations.
- Advanced training in verbal, written, and computerized communications processes utilized in emergency services organizations.
- Advanced training in effective and efficient emergency services information gathering and dissemination strategies.
- Association of Public Safety Communications Officials (or equivalent) certifications preferred:
 - Public Safety Telecommunicator Instructor
 - Communications Training Officer
 - Fire Communications
 - Emergency Medical Dispatcher Instructor
- Texas Commission on Fire Protection certifications preferred
 - Fire Service Instructor – Intermediate or above
 - Fire Officer – I or above
 - Structure Firefighter – Intermediate or above
- Completion of an accredited bachelor's degree program in one of the following areas:
 - Fire Protection Technology
 - Emergency Medical Technology
 - Communications
 - Homeland Security
 - Public or Business Administration
 - Adult Education
- Completion in an accredited master's degree program in:
 - Emergency Services Administration
 - Public or Business Administration
- Completion of the Executive Fire Officer Program, National Fire Academy.